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DDA 86-1319  
1 August 1986

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Information Services  
Director of Information Technology  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training and Education

FROM: Henry P. Mahoney  
Associate Deputy Director for Administration

SUBJECT: The LEGIS Fellows Program

REFERENCE: Memo for DCI fm DDA, dated 27 June 1986,  
Subject: The DA - An Action Agenda

In an effort to pursue an active external educational program for the DA, I would like each of you to examine the attached brochure to determine if there are suitable nominees within your respective offices for this program. A program of this type is clearly an investment in the future for the DA. Please forward any nominees to the Chief, Career Management Staff/DDA, 7D18 Headquarters, by COB 15 August 1986.



Henry P. Mahoney ✓

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Attachment:  
Brochure

DD/A REGISTRY  
FILE: 18-3

ORIG:ADDA:Henry P. Mahoney:jal (31 July 1986)

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## Schedule for FY 1987 Classes<sup>1</sup>

Inclusive Dates for the FY 1987 classes are: January 5, 1987-Fall 1987; January 5-June 12, 1987; March 30-September 11, 1987; and July 13-December 18, 1987. (See schedule below.) Date adjustments will be announced when the Congressional calendar is established.

Activity	Full Year <sup>2</sup>	Winter-Spring	Spring-Summer	Summer-Fall
Nominations Due Date	Nov. 3, 1986	Nov. 3, 1986	Feb. 13, 1987	June 5, 1987
Selections Made	Nov. 4-10, 1986	Nov. 4-10, 1986	Feb. 17-20, 1987	June 8-11, 1987
Selections Announced	Nov. 10, 1986	Nov. 10, 1986	Feb. 23, 1987	June 12, 1987
Class Dates	Jan. 5, 1987- June 12, 1987 <sup>3</sup>	Jan. 5, 1987- June 12, 1987	Mar. 30, 1987- Sept. 11, 1987	July 13-Dec. 18, 1987
Orientation and Placement	Jan. 5, 1987- Jan. 23, 1987	Jan. 5, 1987- Jan. 23, 1987	March 30, 1987- April 17, 1987	July 13, 1987- July 31, 1987
Start Work Assignment <sup>4</sup>	Jan. 26, 1987	Jan. 26, 1987	April 20, 1987	Aug. 3, 1987
Weekly Meetings	Jan.-Fall 1987	Jan.-June 1987	April-Sept. 1987	Aug.-Dec. 1987
Class Ends	Fall 1987 <sup>3</sup>	June 12, 1987	Sept. 11, 1987	Dec. 18, 1987

<sup>1</sup>Class dates subject to adjustment when Calendar for 1st Session, 100th Congress, is published.

<sup>2</sup>Class runs full term of 1st Session, 100th Congress.

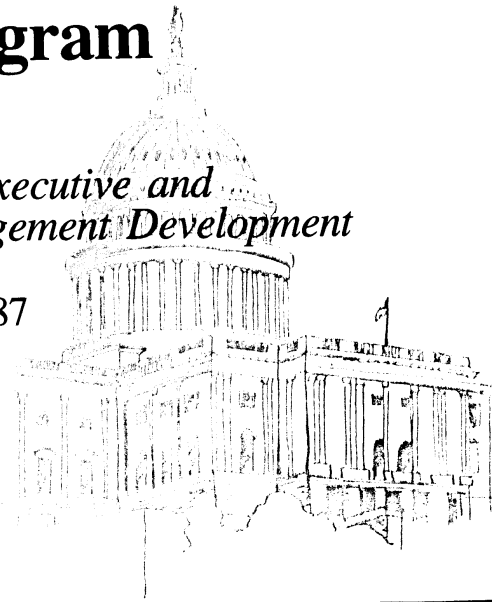
<sup>3</sup>Class ends with adjournment of 1st Session, 100th Congress.

<sup>4</sup>Starting date flexible, subject to Congressional calendar and negotiations with host office.

# The LEGIS Fellows Program

*For Executive and  
Management Development*

FY 1987



United States  
Office of  
Personnel

Office of  
Training  
and

Government  
Executive Institute  
Box 988  
Washington, D.C. 20011

## Get the Capitol View... be a LEGIS Fellow

*First Session, 100th Congress*

### Participant Qualifications

Approximately 30 Fellows will be selected for each 5-6 month class. Projected enrollment for the full year class is 10-15 Fellows. Nominee qualifications include: minimum grade of GS/GM-14 or equivalent (in special circumstances, participants at the GS/GM-13 level may be accepted) and at least two years of Federal service in the Executive Branch (Presidential Management Intern Fellows will be exempted from these requirements); demonstrated flexibility in work habits; ability to work in an unstructured environment; ability to initiate work independently with minimum supervision, direction or assistance; and an interest in legislating procedures, practices and techniques. Preferred nominees are members of the Senior Executive Service, SES Candidates and other personnel designated for executive or management development.

### Program Elements

The LEGIS Fellows Program was established in 1979 as a developmental activity primarily for executives and candidates in the Senior Executive Service and for managers in agencies' development programs. The Program provides assignments for personnel whose current or prospective positions may require working knowledge of the operations of the Congress. The Fellows receive instruction and hands-on experience in a congressional office through training/developmental activities consisting of three (3) weeks of intensive briefings on the operations and organization of the Congress; an assignment, full time, on the staff of a Member, committee or support agency/organization of the Congress; and weekly seminars during the work assignment on Capitol Hill. For some agency personnel (e.g., management/executive development and SES personnel), the Program will provide training essential in their individual development plan.

The Program seeks to meet agency and individual needs by offering interdependent tracks: (a) three of the standard 5-6 month classes are scheduled (each class includes an orientation of 3 weeks' duration, weekly seminars following the orientation and approximately 4-5 months on the staff of a congressional office); (b) Fellows in the full-year track will enter the Program on January 5, 1987, and will remain on Capitol Hill until the Congress adjourns in December 1987, participating in the orientation which commences on January 5, 1987, and in weekly seminars throughout the Fellowship; (c) Presidential Management Interns will be accepted for assignments which will assist them in their preparation as future managers and executives and they will participate in instructional activities similar to those scheduled for the other Fellows.

### Nominating Procedures and Costs

Nominations should be submitted in priority ranking through the agency's headquarters-level training office or coordinator for executive/management development. The cost per participant is \$2,000 for the standard 5-6 month class and \$3,000 for the full-year class. Payment will be to the U.S. Office of Personnel Management through Standard Training Form 182 (or other approved agency training form). For each candidate, submit: a detailed resumé (or current SF 171); an assessment of the nominee's executive potential and need for this training by the supervisor(s) or agency Executive Resources Board; a statement by the nominee presenting a need for the training, the relevance of the training to career goals, and how the training will be utilized in the agency. Nominations can be submitted at one time for all classes; however, selections will be announced separately for each class.

Agencies are advised that their Fellow(s) may need funding for travel to the district or state of the host Member(s) of Congress because congressional rules restrict travel paid from congressional funds to staff personnel on the congressional payroll.

### Information and Nominations

Office of Personnel Management  
Government Executive Institute  
1121 Vermont Avenue, N.W. • Room 200  
Box 988 • Washington, D.C. 20044  
ATTN: Director, LEGIS Fellows Program  
Telephone: (202) 632-5662  
FTS: 8-632-5662